



INNOVATION FUND
FISCAL YEAR 2017 PLANNING GRANT RUBRIC

General Information	
Applicant Name:	Reviewer Name:
Priority Area(s):	Date Reviewed:
Total Points Received	

Category	Total Points Possible	Points Received
Executive Summary	20	
Alignment and Need	25	
Capacity to Plan	15	
Proposed Plan	25	
Budget	15	
Planning to Scale Bonus Points?	5	
Total Points	100 (+5 bonus points)	

Executive Summary Applicant describes its intended program, the anticipated population its program will serve, and the types of partners that can help it plan, and eventually, implement its program.		Score 20 points possible
16 17 18 19 20 (Excellent)	The executive summary includes and <i>effectively</i> describes <u>all</u> of the following components: <ul style="list-style-type: none"> The program the applicant would like to plan, The anticipated population the program will serve, including the target number (students, teachers and/or leaders) and type of program participants, and A description of the types of potential partners that will or could assist in planning and, eventually, implementing the program. The application has excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
11 12 13 14 15 (Good)	The executive summary includes and <i>mostly</i> describes <u>most</u> (may be missing one) of the following components: <ul style="list-style-type: none"> The program the applicant would like to plan, The anticipated population the program will serve, including the target number (students, teachers and/or leaders) and type of program participants, and A description of the types of potential partners that will or could assist in planning and, eventually, implementing the program. The application has effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
6 7 8 9 10 (Average)	The executive summary includes and <i>somewhat</i> describes <u>some</u> (may be missing more than two) of the following components: <ul style="list-style-type: none"> The program the applicant would like to plan, The anticipated population the program will serve, including the target number (students, teachers and/or leaders) and type of program participants, and A list of potential partners that could or will assist in planning the program. The application has adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 5 (Poor)	The executive summary <i>vaguely</i> describes or is missing the majority of the following components: <ul style="list-style-type: none"> The program the applicant would like to plan, The anticipated population the program will serve, including the target number (students, teachers and/or leaders) and type of program participants, and A list of potential partners that will assist in planning the program. The application has ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Alignment and Need Applicant describes how the program is aligned to the selected Innovation Fund priority area, the need for the program, and the data it used to determine that need.		Score 25 points possible
20 21 22 23 24 25 (Excellent)	<ul style="list-style-type: none"> The program is <u>strongly aligned</u> with the selected Innovation Fund priority Applicant <u>thoroughly describes the data</u> used to determine this need. There is a strong link between the data and the need. Applicant thoroughly explains how planning and, eventually, implementing the intended program will address the described need. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
14 15 16 17 18 19 (Good)	<ul style="list-style-type: none"> The program is <u>aligned</u> with the selected Innovation Fund priority area. Applicant <u>describes the data</u> used to determine this need. There is a link between the data and the need. Applicant explains how planning and, eventually, implementing, this program will address the described need. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
7 8 9 10 11 12 13 (Average)	<ul style="list-style-type: none"> The program is <u>somewhat aligned</u> with the selected Innovation Fund priority area. Applicant <u>imprecisely describes the data</u> used to determine this need. There is a weak link between the data and the need. Applicant somewhat explains how planning and, eventually, implementing this program will address the described need. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 5 6 (Poor)	<ul style="list-style-type: none"> The program is <u>loosely aligned or not aligned</u> with the selected Innovation Fund priority area. Applicant <u>does not describe the data</u> used to determine the need, or there is a nonexistent link between the data and the need. Applicant vaguely or does not explain how planning and, eventually, implementing the intended program will address the described need. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Capacity to Plan Applicant provides a thorough description of its capacity to plan the intended program, including the individual(s) that will lead/facilitate the planning process and why they were chosen as the grant lead(s).		Score 15 points possible
13 14 15 (Excellent)	<ul style="list-style-type: none"> Applicant <u>provides compelling evidence</u> that it has the capacity to lead a grant of this nature. The grant lead(s) is/are highly qualified to lead the planning process. The applicant demonstrates a thorough understanding of any other stakeholders (both within and outside of its organization) that will support it in the planning process. Attached statements of commitment strongly support the applicant's answer. 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> Applicant <u>provides evidence</u> that it has the capacity to lead a grant of this nature. The grant lead(s) is/are qualified to lead the planning process. Applicant demonstrates an understanding of other stakeholders (both within and outside of its organization) that will support it in the planning process. Attached statements of commitment support the applicant's answers. 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> Applicant <u>provides some evidence</u> that it has the capacity to lead a grant of this nature. The grant lead(s) is/are somewhat qualified to lead the planning process. Applicant demonstrates a basic understanding of other stakeholders (both within and outside of its organization) that will support it in the planning process. Attached statements of commitment loosely indicate that the grant lead(s) and stakeholders have the capacity and commitment to plan the intended program. 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> Applicant <u>provides minimal evidence</u> that it has the capacity to lead a grant of this nature. The grant lead(s) is/are not qualified to lead the planning process. Applicant demonstrates a vague understanding of other stakeholders (both within and outside of its organization) that will support it in the planning process. Attached statements of commitment do not indicate that the grant lead(s) and stakeholders have the capacity and commitment to plan the intended program. 	
0 (Incomplete)	<ul style="list-style-type: none"> If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Proposed Plan Applicant provides a plan that outlines intentional and feasible steps that will lead to the eventual implementation of a program that generates positive student, teacher, or leader outcomes. This section includes a narrative describing the action steps the applicant will take during the planning process and the rationale for each step.		Score 25 points possible
20 21 22 23 24 25 (Excellent)	<ul style="list-style-type: none"> Applicant <u>thoroughly describes</u> all program activities and deliverables over the grant period and how these steps will lead to a successful planning process and eventual implementation of the program. Applicant thoroughly describes the goals of the planning process and the action step(s) the applicant will take to reach these goals. The applicant clearly indicates the <i>specific</i> person(s) responsible for taking these action steps, the timeline for completing these action steps, and the intended outcomes from these action steps. The action steps seem <u>highly likely</u> to lead to a successful planning process. 	
14 15 16 17 18 19 (Good)	<ul style="list-style-type: none"> Applicant <u>describes</u> program activities and deliverables over the grant period and mentions how these steps will lead to a successful planning process and eventual implementation of the program. Applicant describes the goals of the planning process and the action step(s) the applicant will take to reach these goals. The applicant indicates the person(s) responsible for taking these action steps, the timeline for completing these action steps, and the intended outcome from these action steps. The action steps seem <u>likely</u> to lead to a successful planning process. 	
7 8 9 10 11 12 13 (Average)	<ul style="list-style-type: none"> Applicant <u>somewhat describes</u> program activities and deliverables over the grant period and how these steps will lead to a successful planning process and eventual implementation of the program. Applicant somewhat describes the goals of the planning process and the action step(s) the applicant will take to reach these goals. The applicant somewhat describes the person(s) responsible for taking these action steps and the timeline for completing these action steps. The action steps seem <u>somewhat likely</u> to lead to a successful planning process. 	
1 2 3 4 5 6 (Poor)	<ul style="list-style-type: none"> Applicant <u>does not or vaguely describes</u> the program activities and deliverables over the grant period, OR the listed activities and deliverables do not appear that they will lead to a successful planning process or the eventual implementation of the program. Applicant does not or vaguely describes the goals of the planning process, the action step(s) the applicant will take to reach these goals, and the intended outcome of each action step. The applicant does not or minimally describes the person(s) responsible for taking these action steps and the timeline for completing these action steps. The action steps seem <u>unlikely</u> to lead to a successful planning process/implementation period. 	
0 (Incomplete)	<ul style="list-style-type: none"> If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Budget Applicant provides a detailed budget and budget narrative with reasonable, allowable, and allocable expenses.		Score 15 points possible
13 14 15 (Excellent)	<ul style="list-style-type: none"> • Line items are <u>all</u> specific and reasonable. • Items directly relate to the proposed Innovation Fund project (allocable) as identified within the grant narrative. • The budget rationale <u>strongly supports</u> that these items are needed for the grant project. • Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> • Line items are <u>mostly</u> specific and reasonable. There are a few (1-2) items that may be misaligned. • Most items directly relate to the proposed Innovation Fund project as identified within the grant narrative. • The budget rationale <u>supports</u> that these items are needed for the grant project. • Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> • Line items are <u>somewhat</u> specific and reasonable. There are a few (3-4) items that may be misaligned. • Items are mostly related to the proposed Innovation Fund project as identified within the grant narrative. • The budget rationale <u>somewhat supports</u> that these items are needed for the grant project. • Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> • Line items are <u>not</u> specific or reasonable. Several items are misaligned. • Items are not related to the proposed Innovation Fund project as identified within the grant narrative. • The budget rationale <u>does not support</u> that these items are needed for the grant project. • Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> • If the applicant skipped this section, please score the application as incomplete. 	
Comments:		